

JOB DESCRIPTION

HEALTH INFORMATION MANAGEMENT PROJECT COORDINATOR

TITLE: Health Information Management Project Coordinator
SETTING: Hospital
DEPT: Clinical Information Service
LOCATION: Connecticut

JOB SUMMARY

Reports to the (Associate Director/Director), Clinical Information Service, with responsibility for conducting/coordinating various special project assignments and providing technical support to all sections within the department.

POSITION DUTIES & RESPONSIBILITIES

- Responsible for conducting/ coordinating special projects/ assignments, such as feasibility studies, implementation of new systems and procedures, investigation and recommendations for new equipment purchases, quality assurance activities and other projects of a similar nature.
- Coordinates systems and procedures with department management staff and other hospital/university departments to resolve problems, insure systems are being utilized efficiently and procedures are being followed uniformly.
- Serves as the liaison between Clinical Information Service (CIS) and Management Information Service (MIS) and ancillary departments in the development and implementation of the electronic medical record (EMR).
- Ensures EMR systems and associated policies and procedures are compliant with health information standards as well as JCAHO and State and Federal regulations.
- Responsible for formalized **project planning, establishing timelines, assignment of tasks.**
- Facilitates intra and interdepartmental meetings regarding system design/implementation issues. Works closely with the medical staff.
- Provides independent research and formulation of administrative projects as required by the Associate Director/Director.
- Interacts with personnel in other departments, medical staff, nurse managers, etc., as well as regulatory and audit agencies to provide assistance in resolving problems and establishing systems/procedures.
- Develops, implements and maintains hospital Forms Management Program for Medical Records; ensures that all permanent forms adhere to established guidelines and have been approved by the Medical Record and Clinical Information Committee. Maintains current inventory of approved

forms; ensures obsolete forms are deleted. Serves as a resource person for individuals designing new/revised forms.

- Works with MIS on documentation strategies to plan for the collection of data electronically which is currently captured manually.
- Coordinates department quality assurance and ensures uniform reporting mechanism. Serves as a resource person for management staff in designing/conducting studies.
- Participates in the planning and implementation of system improvements to enhance the operational functions of the department.
- Assists with ongoing evaluation of new technology, equipment, etc., and makes recommendations to Associate Director/Director.
- Coordinates annual review and revision of department policy/procedure manual.
- Assists management staff in developing and conducting programs of staff orientation and ongoing training programs.
- Adjust work schedule onto evening, night, or weekend shifts as necessary to conduct studies and complete projects.
- As required, performs operational audits of sections and areas of the department in order to identify possible operational, functional, or system improvements.
- Assists Associate Director with coordinating/conducting medical record review activities to ensure compliance with JCAHO standards

REQUIREMENTS

- **Education:** Bachelor's degree in Health Information Management; **RHIA or RHIT** with Bachelor's degree in related field required or comparable combination of education and work experience. Master's degree preferred.
- **Experience:** Three to five year's experience in Health Information Management. Experience in implementation/maintenance of electronic health information systems (e.g., transcription chart tracking, coding) required. Experience in implementation of electronic medical record /scanning desirable. Requires project-planning experience.
- **Special Skills:** Demonstrated excellent oral and written communication skills. Excellent organizational and interpersonal skills. Project management skills. Excellent understanding of medical record technical activities and computer skills. Knowledge of JCAHO, State and Federal regulations regarding medical records. Knowledge of word processing and electronic spreadsheet software packages required. Knowledge of project management software desirable.

COMPENSATION

- "Highly competitive" base salary, excellent benefits, relocation assistance

FOR MORE INFORMATION CONTACT:

WALT MEDINA, CPC

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